

F & A/RDS/PROGRAM ACCOUNTABILITY AND REVIEW
REVIEW GUIDE FOR THE TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT-WIA

Subrecipient: _____

Monitor: _____

Grant/Contract No: _____

Funding Source: _____

Date of Visit: _____

LWIB DESKTOP REVIEW

1. **Do members of the business community represent at least 51 percent of the Local Workforce Investment Board?**
20 CFR 661.200(e)
Reference: Listing of Board members and organizations they represent (obtain from LWIA)

2. **Is the Board chairperson a business representative?**
20 CFR 661.200(g)
Reference: WIA Section 111(c) (i)

3. **Is the Board represented by at least two members from Education, Labor, CBO's or Economic Development?**
WIA sec. 111(b)(1)(C (iii)-(v))
Reference: WIA Section 117(vii)

4. **Are the required One-Stop Partners represented on the Local Board?**
WIA sec. 117(b)(2)(A)(i-vi)
Reference: WIA Section 111(c)-(vvii)

5. **Is there evidence that the Board has met at least once a year?**
WIA Sec. 117(2)(d)(1)
Reference: State Planning Guidance

6. **Are local Board meetings open to the public and announced in advance?**
WIA Sec. 117(e)
Reference: State Planning Guidance and/or WIA Section 111 (9)(f)

7. **Has the Board coordinated with local economic development?**
20 CFR 661.305 (a) (7)
Reference: State Planning Guidance

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| <p>8. Has the local Board established the local performance measures?
 <i>WIA sec. 117 (d)(5)</i>
 <i>20 CFR 661.305(a)(5)</i>
 <i>Reference: State Planning Guidance</i></p> <p>9. Has the Board established a Youth Council as a subgroup of the Board?
 <i>WIA sec. 117(h)</i></p> <p>10. Is the Youth Council represented by :</p> <ul style="list-style-type: none"> • Members of the local Board with special interest or expertise in Youth Policy. • Members of juvenile justice and law enforcement. • Individuals or former participants of youth service organizations, and • Members of Job Corps. <p><i>WIA sec. 117(h)(2)(A)-(B)</i></p> <p>11. Is the Youth Council:</p> <ul style="list-style-type: none"> • Developing the portions of the local plan relating to eligible youth. • Recommending eligible providers for competitive grants or contracts. • Conducting oversight of eligible youth providers. • Coordinating Youth activity. <p><i>WIA sec. 117(h)(4)(A)-(D)</i></p> <p>12. Has the local Board entered into an MOU with the One-Stop?
 <i>WIA sec. 121 (a)(1)</i></p> | |
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- 13. Is the designated One-stop entity eligible to receive funds under WIA 1998, as follows:**
- Designated through either a competitive process or through a consensus reached by the LWIA partners.
 - Is a public or private entity, or consortium of entities with demonstrated effectiveness.
 - Is not an elementary or secondary school, except nontraditional public schools and area vocational schools?

WIA sec. 121 (d)(1)-(3)

Reference: State Planning Guidance

- 14. Has the Board identified, and do they maintain, the list of eligible youth service, training, and intensive training providers in the LWIA, with cost and performance data?**

WIA sec. 117(d)(2)(C)-(D)

- 15. Are there any youth service, training and/or intensive training providers on the list, who are determined to be ineligible?**

- 16. Did the Board provide at least a 30-day comment period on all plans or modifications to plans?**

WIA sec. 118(c)(2)

Reference: State Planning Guidance.

- 17. Has the Board established conflict of interest provisions?**

WIA sec. 117(g)

Reference: State Planning Guidance

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- 18. Is the local Board or its staff**
a. providing core or intensive services?
b. Designated as a One-Stop Operator?
WIA sec. 117 (f)(B)(i)-(iii)
Reference: State Planning Guidance
- 19. If yes, to (a) or (b) is there an agreement between the CEO and the Governor (State)?**
Reference: Approval Letter from the Governor's Office
- 21. Does the local Board provide training services?**
- 21. If yes, did the Governor approve a waiver request?**
WIA sec. 117 (f)(B)(i)-(iii)
- 22. Do the local Board and LWIA have a documented system and set of procedures for yearly program and financial oversight and monitoring of each service provider named in the MOU?**
20 CFR 667.410 (a)